CHECKLIST FOR SALESPERSON/ASSOCIATE BROKER LICENSE CHANGES, FORM LI-202

THESE CHANGES CAN BE SUBMITTED ON LINE. GO TO [www.azre.gov.](www.azre.gov) DO NOT SUBMIT APPLICATIONS BY FAX OR EMAIL.

License must be returned with form LI-202 when making any changes to your license pursuant to Commissioner's Rule R4-28-303 (E)(6).

- **SEVER-NO FEE:** To put your license on inactive status, **go online** and sever or notify your broker to return your license to the Department with an **original** signature of the designated broker on the back of license or on change form LI-202.

- **HIRE-$20.00 FEE:** To be on active status, **go online** and request to be hired. Advise your broker the request is pending or complete form LI-202. Ensure that applicant's and the designated broker's signatures are **original** if using form LI-202
- If currently active, a form LI-202 from the severing broker with an **original** signature of severing broker is required.
- If licensee is also going to be the branch office manager, include a letter of Authority with **origina**l signature of the broker. See LI-219 and R4-28-304(B).

- **OFFICE TRANSFER-$10.00 FEE:** To change office locations with the same employing broker, use the reverse side of the license or complete form LI-202. For branch office manager see checklist and instructions for branch office and manager, form LI-219. See R4-28-304(B).

- **NOTE:** To add, remove or change a professional corporation (PC) or professional limited liability company (PLC) status, use form LI-231. To make a residence/mailing address or legal name change, use form LI-235.

If using Department drop box, pay by check or money order (NO CASH)

DO NOT USE THIS FORM TO CHANGE:

EMPLOYING BROKER'S BUSINESS OR MAILING ADDRESS, LEGAL OR DBA NAME, PLEASE USE FORM LI-201.

Save time—take a moment to review your application and make sure you have signed it where required and have attached supporting documents and the required fee before you submit it to the Department. If the Department receives an incomplete application, we will return the application unprocessed. And, although you will have an opportunity to complete the application, the date it is completed will determine the effective date of any license issued. This may have unexpected consequences for you including, without limitation: expiration of your license and a lapse in licensure; payment of late fees; unlawful license activity. If you go beyond your grace year you will be required to re-apply, including passing the state license examination, as an original applicant.

"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

Persons with disabilities who need this document in an alternate format should contact Business Services at (602) 468-1414 ex 130 or IADA@re.state.az.us to have their needs known

STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

2910 N. 44TH ST., Ste 140	400 W. Congress, Ste 523
Phoenix, AZ. 85018	Tucson, AZ. 85701
(602) 468-1414	(520) 628-6940
Fax (602) 955-6284	Fax (520) 628-6941

You can do more than renew online! Go to www.azre.gov

Review checklist before filing this form.

SALESPERSON/ASSOCIATE BROKER CHANGE, FORM LI-202

Legal Name: _____

License Number: _____Expiration Date: _____

Signature of Licensee: _____Date: _____

Email Address (optional): _____

☐ **HIRE (ACTIVE)   ($20.00)**   ☐ **BRANCH OFFICE MANAGER ($10.00)**
☐ **SEVER (INACTIVE) (NO FEE)**   ☐ **OFFICE TRANSFER WITH SAME EMPLOYER ($10.00)**

NEW EMPLOYER INFORMATION:

Employing Broker/Entity: _____License No: _____

DBA Name: _____

Business Address:_____

City, State, Zip: _____

Business Telephone: _____Fax Number: _____

PRINT Designated broker name: _____

Designated Broker **signature**: _____

PURSUANT TO A.R.S. § 32-2127(D) ATTACH A COPY OF THE DESIGNATION LETTER IF YOU ARE SIGNING AS THE BROKER'S DESIGNEE.

SEVERING INFORMATION:

Employing Broker's/Entity's Name: _____ License No: _____

PRINT Designated Broker Name: _____

Designated Broker signature: _____

Form LI-202/Revised 5/06